



**January 25, 2018**

**REQUEST FOR OFFER (RFO)**

**RFO#: 17-025  
ADDENDUM #02**

**For:**

**CAL-ACCESS REPLACEMENT SYSTEM (CARS) PROJECT  
SYSTEM INTEGRATOR**

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The following areas are hereby amended as indicated below and made part of RFO #17-025 for the CAL-ACCESS Replacement System (CARS) Project – System Integrator via this Addendum. The changes are indicated in **bold**:

1. Cover Page - RFO #17-025 for CARS Project – System Integrator, 2<sup>nd</sup> paragraph, page 1 of 198

Please read the attached document carefully. The RFO response due date is: **Tuesday, February 20, 2018 at 4:00 p.m.** Responses to this RFO and any required copies must be submitted by mail or hand delivered, clearly labeled to the department contact noted below.

2. Section I – General Information, Sub-section C. Key Action Dates, page 3 of 198

Listed below are the key action dates and times by which the actions must be taken or completed. It must be understood that time is of the essence, both for the RFO submittal and contract completion. However, if the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFO.

#	Key Action	Due Date	Date Time (PST)
1	Release of RFO	10/19/17	
2	Submission of Written Questions - Round #1	11/3/17	4:00 p.m.
3	SOS Response(s) to Round #1 Questions	11/17/17	
4	Submission of Written Questions – Round #2	12/1/17	4:00 p.m.
5	SOS Response(s) Round #2 Questions	12/15/17	
6	<b>RFO Response Submission</b>	<b>2/20/18</b>	<b>4:00 p.m.</b>

7	Anticipated Award	4/11/18	
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All dates after the RFO Response Submission (date and time) are approximate and may be changed if needed to allow the State additional time for review and contract execution.

3. Section V – Administrative Requirements, Sub-section 6. Offeror Financial Viability (Mandatory) – *Pass/Fail* and Requirement A6, page 32 of 198

6. Offeror Financial Viability (Mandatory) – *Pass/Fail*

The SOS will not enter into an agreement with any Contractor that cannot demonstrate to the sole satisfaction of the SOS, its financial viability, credit worthiness, and depth of financial resources to ensure completion of all contractual obligations. The principal purpose for this requirement is to provide information to determine financial viability of the Offeror's company. State policy, and state and federal statutes, authorizes maintenance of this information. The State will treat all financial information submitted as confidential, as provided by law, when designated as such. This information will only be shared with SOS staff involved in the evaluation of this RFO. (See Section I – General Information, H. – Disposition of Offers for more details regarding the disclosure of this information.)

The Offeror must assure that the **audited** financial statements or SEC 10K filings submitted with their Offer are updated to reflect the last three (3) fiscal years.

Requirement A6 The Offeror must submit:

- **Audited** Financial statements or SEC 10K filings (including a balance sheet) that support average annual gross revenue of \$30,000,000 or more for each of the company's last three fiscal years; and
- A completed Exhibit V.1 - Offeror Affirmation of Financial Viability signed by **the preparer, examiner or reviewer of the financial statements and by an individual in the Offeror company with the authority to bind the company and which affirms the Offeror company's financial viability to sustain expenses incurred while performing four (4) months of CARS project work without receiving payment from the SOS.**

4. Section V – Administrative Requirements, Sub-section 9. Offeror Qualifications and References (Mandatory) – *Pass/Fail* and Requirement A9, page 36 of 198

9. Offeror Qualifications and References (Mandatory) – *Pass/Fail*

The purpose of this requirement is to provide the State the ability to assess the Offeror's prior record and experience in providing similar or relevant services to other organizations. The Offeror must meet the following mandatory qualifications and must provide evidence of meeting the mandatory qualifications by submitting client references as stated below.

By submitting the required Exhibit V.5 (a) Offeror Qualifications & References (Mandatory), the Offeror is certifying that the information provided fulfills the stated requirements. The State's determination of experience shall be final. **Exhibit V.5 (a) contains questions that will assist the State in its determination of compliance as well as assessing the Offeror's qualifications.**

Requirement A-9 The Offeror must meet the following mandatory qualifications, which shall include providing descriptions of the referenced projects and client references for the referenced projects using Exhibit V.5 (a) Offeror Qualifications & References (Mandatory):

- Been a prime contractor for at least two (2) IT implementation projects of greater than \$10 million project budget each, within the five (5) years preceding the publication of this RFO; and
- At least one (1) of the two (2) IT implementation projects was for a governmental organization with similar size, scope and complexity;
- At least one (1) of the two (2) IT implementation projects was for a medium complex data integration systems that required interfaces with three (3) or more external systems that were not under the control of the Offeror or the Client;
- At least one (1) of the two (2) IT implementation projects is fully complete (in warranty period or later) or substantially complete (in warranty period within twelve (12) months of the release of this RFO).

Client References must include all information required on Exhibit V.5 (a) - Offeror Qualifications & References (Mandatory). The descriptions of these projects must be detailed and comprehensive enough to permit the State to assess the similarity of those projects to the work anticipated in the award of the Contract resulting from this procurement. The State reserves the right to contact client references listed in the Exhibit to validate the Offeror's experience.

For each client reference, Offerors must provide a client contact reference for someone at a **Director Project** level 1 or above. ~~from both the business area and the technology area.~~ These references must have been involved with the project or be currently using the solution and be able to provide in-depth answers to questions about the solution.

All Exhibit V.5 (a) - Offeror Qualifications & References (Mandatory) forms submitted in response to this requirement must be completed and signed by the referenced organization or company individual or designee.

5. Section V – Administrative Requirements, Requirement A10, page 37 of 198

Requirment A10 The Offeror may provide a description of at least one (1) project that meets the *desirable* Offeror qualification requirements stated below, which includes providing a description(s) of the referenced project(s) and client reference(s) for the referenced project(s) using Exhibit V.5 (b) Offeror Qualifications & References (*Desirable*):

- At least one (1) year experience using an iterative/incremental development approach.
- At least one (1) project, which must have been completed within the past ten (10) years and that meets the following criteria:
  - o A successfully completed system implementation with a scope similar to that described in Section VI – Project Management, Functional and Non-Functional Requirements.
  - o An implementation where the total records integrated was at least 1,000,000
  - o Implementation and deployment of a system currently in production using cloud Platform-as-a-Service (PaaS) technology

In order to be evaluated, client references must include all information required on Exhibit V.5 (b) - Offeror Qualifications & References (*Desirable*). The description(s) of the project(s) must be detailed and comprehensive enough to permit the State to assess the similarity of the project(s) to the *desirable* qualification requirements. The State reserves the right to contact client references listed in the Exhibit to validate the Offeror's *desirable* experience.

For each client reference, Offerors must provide a client contact reference for someone at a **Director Project** level 1 or above. ~~from both the business area and the technology area.~~ These references must have been involved with the project or be currently using the solution and be able to provide in-depth answers to questions about the solution.

All Exhibit V.5 (b) - Offeror Qualifications & References (*Desirable*) forms submitted in response to this requirement must be completed and signed by the referenced organization or company individual or designee.

6. **Section V – Administrative Requirements, Exhibit V.1 Offeror Affirmation of Financial Viability is hereby replaced in its entirety, page 49 of 198, please see attached page.**

**Except as stated herein this Addendum, all other terms and conditions of this RFO shall remain the same.**

**Exhibit V.1**  
**Administrative Requirement A6**

**Offeror Affirmation of Financial Viability**

Attach Financial Statements for the last three (3) years, accompanied by the following statement, which has the title(s) and signature(s) of the individual(s) that (prepared/examined/reviewed) the statements:

**“(I/We) have (prepared/examined/reviewed) the balance sheet of (Offeror) as of (date) and the related statements of income, retained earnings, and changes in financial position for the year ended.**

In **(my/our)** opinion, the financial statements mentioned present fairly the financial position of **(Offeror)** as of **(date)** and the results of its operations and changes in its financial position for the year then ended, in conformity with generally accepted accounting principles applied on a consistent basis.”

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature(s) and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_(Offeror), by authorized representative's signature below, affirms that the Offeror's company has the financial capacity to sustain expenses incurred while performing four (4) months of work on the CAL-ACCESS Replacement System (CARS) Project without receiving payment from the Secretary of State (SOS).

\_\_\_\_\_  
**(Signature of Representative Authorized to Bind Company)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Printed Name and Title of Representative Signing this Statement)**